

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE NO. 29-57

2 October 1957

SUBJECT: Functions of the Registrar Branch

*May be useful for
reference -
(not shown in
effect in #3-58
but not cancellable)*

1. In March of this year, a Registrar Branch was established within the Support Staff of the Office of Training. The Branch was created in order to consolidate into one component certain training support functions performed by other components including registration and processing of students, arranging for external training and providing information and advice regarding training programs and activities. While the mission and principal functions of the Branch are included in the Support Staff statement in OTR Regulation 1-1, this Notice provides more specific information as to the responsibilities of the Branch itself.

2. At the time of its establishment, the Branch absorbed all functions of the Processing and Registration Section of the Administrative Branch, the external training functions of the Language and Area School and certain publication and review functions of the Plans and Policy Staff. The specific responsibilities of the Branch as now constituted are to:

a. Advise and counsel Agency offices, Training Officers, and individuals on training problems and answer inquiries from other interested persons on training opportunities.

b. Provide registrar services for all internal OTR courses participated in by Agency employees and/or non-Agency (IAC) employees and maintain appropriate records of Agency student participation in (1) all OTR-approved external courses and (2) approved non-OTR internal courses.

c. Arrange all training provided to Agency staff personnel at external facilities, both public and private. Programs in specialized areas of knowledge or techniques at external facilities are selected and arranged for with the advice and guidance of appropriate specialists in the Agency. Appropriate liaison is maintained with external officials for the purpose of effective use of external training programs. Administrative services are provided or arranged for Agency personnel entered in such programs.

d. Monitor internal non-OTR training in connection with CIA [redacted] ascertain, assemble and analyze statements of training requirements from Agency components; and provide the Director of Training and other Agency officials with statistical data regarding training activities.

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file. If separated from the file it must be
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e. Certify as to the eligibility for cash awards of Agency personnel who acquire and maintain language proficiencies, and determine the amount each individual may be awarded under the provisions of the Language Development Program.

f. Coordinate the preparation of, edit and publish the OTR Bulletin, Special Bulletin, Poster, Catalog of Courses and Long-Term Schedules, and obtain, maintain, and disseminate training information to Agency offices and IAC agencies.

g. In addition to providing or arranging for administrative services for trainees, the Registrar will also act as approving officer for all travel performed by OTR headquarters employees.


MATTHEW BAIRD
Director of Training

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Distribution:
All OTR Personnel

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